

1

Start from basics

- Make sure your internet connection is strong
- Check if your device is charged or correctly plugged into power source
- Close any confidential documents or windows on your device that you don't wish to share

3

Sound is key

- Please sit close to the microphone, it would be best to use headset with microphone or headphones with microphone
- Avoid large, empty spaces – they may create echo

5

Check your surroundings

- Make sure your office/room is tidy
- Choose a neutral background that will not distract your viewers
- Avoid sitting in a swivel chair

2

Limit your distractions

- Close your windows if you are living in a busy area
- Put your phone on silent mode
- Turn-off your computer applications and notifications that may pop-up
- Warn your family and housemates that you will be recording

4

Get good light

- Natural lightening is the best, so sit in front of the window
- If you are recording in the evening/afternoon put general light on and add your desk lamp

6

Check yourself

- Dress to feel comfortable and follow the usual dress code that you would choose while presenting live
- Set up your camera on eye-level. In such setting you will avoid people seeing your forehead or nostrils